Records Management Joint Task Force December 5, 1989

L. M. Cummings

Personal Computer, Mainframe Systems, and Electronic Mail Procedures

On a daily basis, during the course of the Records Management Program implementation process we have been asked for clarifications on the proper methods pertinent to the classification of the above noted subject matter. At the user level, the consensus is that Section 6 of the Records Management Manual is vague and further clarification is required. Attached is a recommended addition to the Records Management Manual, that has been developed based on the informational requests received from our areas of responsibility.

Please review the attached recommended manual addition and advise me of your comments/feedback no later than December 11, 1989.

If I may be of further assistance my extension is 5949.

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